

Reports -2  
5/7/53

RECORDS CENTER MONTHLY STATISTICAL SUMMARY		MONTH
April 1959		

## I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	38	902	
2. RECORDS ACCESSIONED	980	8,349	43,849
3. RECORDS DISPOSED OF AT CENTER	212	2,126	5,074
4. RECORDS TRANSFERRED FROM CENTER	18	830	8,638
5. RECORDS HOLDINGS	30137		
6. DISTRIBUTION MATERIAL RECEIVED	408	3,120	24,932
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	110	847	6,642
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	68	559	4,280
9. DISTRIBUTION MATERIAL HOLDINGS	*14,142		
10. TOTAL HOLDINGS	44,279		

## II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	2,046	14,552	68,574
12. INFORMATIONAL REQUESTS	43	2,274	7,470
13. INFORMATION REPORTS	103	1,406	
14. INTELLIGENCE REPORTS	9,705	50,767	
15. ADMINISTRATIVE ISSUANCES	659	8,233	
16. TOTAL	12,556	77,232	

## III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	133,009	426,976	
B. RETURNS	4,009	34,050	
18. ADMINISTRATIVE ISSUANCES	1,483	10,648	
19. TOTAL	138,501	471,674	

## IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	527	5,550	
21. PHOTOCOPY	30	770	
22. DITTO	15	409	
23. TOTAL	572	6,729	

## V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	72,060	
25. UTILIZED	44,279	
26. COMMITTED	6,893	
27. AVAILABLE	20,888	